

23 December 1954

MEMORANDUM FOR: Assistant Director for Personnel

ATTENTION :

SUBJECT :

Leave

REFERENCE :

(A) CIA Regulation  
(B) "Guide to the Preparation and Processing of Standard Form 52, Request for Personnel Action"

1. Recently, in making inquiry for Colonel White regarding certain aspects of the leave picture, I came across what appears to me to be a discrepancy between statements made in each of the two references above. I call it to your attention merely to inquire if it may not be appropriate to make a full-scale comparison between the two documents, since they are now separated in point of time by almost a year, during which time other changes have undoubtedly occurred.

2. The contradiction seems to me to be as follows: In section 10.d of Regulation under "IWOP - Preparation of Request," it is stated:

"Standard Form 52 . . . will be prepared . . . in accordance with Handbook No. to report approval of leave without pay for periods over 30 calendar days to 12 months . . ."

In section 11.B of under "IWOP - Preparation of the SF-52," it reads:

"The SF-52 must be prepared . . . upon approval of Leave Without Pay for more than 5 days . . ."

3. Before calling this to your attention, I checked the frontispiece of Regulation had been rescinded by and it had not. While I realize in cases of this sort that the later issuance probably prevails, because the Handbook is more often used as a ready reference item than as a Regulation, I feel that it should be as current as possible, lest incorrect action stem from an outdated instruction.

Special Assistant to the  
Deputy Director (Administration)

cc: Ch/RCS/Management Staff (info only)

SA-DD/A:JAC:mrp (23 December 1954)

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1 - DD/A Chrono

1 - DD/A Subject

1 - J.A.C.